

JOB DESCRIPTION - THE ALBANY AGRICULTURAL SOCIETY INC

Position Identification

Position Title	Administrative & Event Coordinator
Location	Albany, Great Southern WA

Employment Terms

Employment Terms	Part Time (5 days, 35 hours – increasing to 38-40 hours during Oct and Nov during Show Time)
Level/Salary Range	\$55,000 - \$60,000 depending on experience
Award Agreement	Clerks – Private Sector Award 2020 (MA000002)

Position Relationships

Positions Under Direct Supervision	Administrative Assistant
Management Committee	This position is under the direction of the Executive Committee of The Albany Agricultural Society Inc and will report directly to any member of the said Committee.

Key Responsibilities

The Administrator will manage and coordinate all office activities and operations to ensure that the annual Albany Agricultural Show is delivered on time and to budget, whilst adhering to the organisations Policies and Constitution. The key areas of responsibility for this role are:

- Supervise and train administrative staff and volunteers and divide responsibilities to ensure optimum performance, including maintaining a register for volunteers.
- Liaise with relevant organisations and customers to help the society deliver an Agricultural Show in November and enable the development of relationships between the Society and Sponsors, Exhibitors, Society Members, and the community.
- Manage and coordinate the Show proceedings.
- Ensure proper flow of office procedures and support the Executive Members and Councillors by carrying out common office duties, whilst maintaining a positive and friendly company image by acting as the first line of contact to visitors, customers, and vendors.
- Manage and maintain daily reconciliation records of all payments.
- Create and update records and database for memberships, trade vendors, exhibitors and financial data when required.
- Submit timely reports and prepare presentations/proposals when required, including monthly P&L's, Balance sheets and budgets.
- Manage all incoming and outgoing correspondence and maintain a register for reporting at meetings.
- Manage the hiring of the organisation's pavilions and facilities, including allocation of keys, alarm codes and all monies received, and bonds returned. This includes monthly invoicing and meter reading for permanent tenants.

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- Liaise with the City of Albany on all matters pertaining to The Albany Agricultural Society’s service agreement and all necessary documents required for the delivery of the Albany Show.
- Prepare agendas for all meetings, record the minutes, and circulate to the relevant members in a timely manner.
- Prepare all financial documents in preparation of auditing and arrange the AGM’s.
- Research potential grants, submit applications and complete acquittals.
- All other general office duties that are required – emailing, answering phones, photocopying, scanning and counter enquiries.

General	<p>The following are considered basic prerequisites for the position:</p> <ul style="list-style-type: none"> • Australian residency or eligibility to legally work in Australia. • High level of capacity for self-motivation, well developed time management skills and an ability to meet deadlines. • Current ‘C’ class driver’s license.
Essential	<ul style="list-style-type: none"> • Relevant skills and experience in an administrative role. • Excellent computer and proficiency in use of MS Office Software and Xero or similar accounting software. • Competent in using and managing payment gateways, in particular Stripe. • Experience with website management. • Ability to work as part of a team and autonomously. • Initiative and ability to prioritise workloads, including excellent organisational skills. • High level of interpersonal skills, including the ability to effectively engage with internal and external stakeholders. • Excellent written and verbal communication skills. • Excellent attention to detail with a high level of professionalism. • Ability to work in a dynamic environment and willingness to work outside of normal hours when required (Oct-Nov). • Meeting procedures including taking minutes. • Maintaining databases and filing systems. • Finance experience – reconciling, banking, petty cash & reporting.
Desirable	<ul style="list-style-type: none"> • Completion of Certificate of Business or Business Administration. • Experience in the Agricultural Industry. • I.T. network system knowledge and maintenance. • Graphic design skills & editorial knowledge. • Managing and updating social accounts. • Mailing and survey system – Mailchimp. • Experience in grant applications and acquittals. • Familiar with working for a not-for-profit organisation. • Customer service skills. • Familiar with show software or be willing to learn. • Familiar with Zoom or Teams. • Familiar with alarm systems, in particular Titan.
Employment Terms	<p>This is fixed term employment, 5 days a week, 30-35 hours increasing to 38-40 during Oct and Nov.</p>

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Statement of Duties

<p>Administration</p> <p>Including But Not Limited To:</p>	<ul style="list-style-type: none"> • Manage and maintain all financial records in Xero. • Prepare all bill payments and organise authorisations through internet banking. • Prepare and present the required financial documents at monthly Executive Meetings. • Attend to all counter enquiries when necessary. • Process and reconcile all payments made via cash, eftpos, cheque and electronic transfer, including Stripe and potential refunds. • Prepare agendas, record minutes, and circulate to the required Committee on a monthly basis. This includes preparing for meetings via Zoom or Teams. • Manage all forms of correspondence, including emails and phone calls. • Liaise with the accountant and auditor when required. • Complete Quarterly Business Surveys when required. • Manage diary appointments and bookings. • Train and supervise new staff and volunteers when required. • Other administration duties that may be requested.
<p>Venue & Facility Hiring</p>	<ul style="list-style-type: none"> • Ensure all Event Application forms are updated and current. • Liaise with potential clients/tenants and manage bookings. • Receive, reconcile, and return bond payments. • Carry out meter readings and invoice the appropriate tenant. • Set-up building alarms for clients and manage the key lending system.
<p>Events</p>	<ul style="list-style-type: none"> • Submit applications to the relevant stakeholders. • Research, plan, and book Show entertainment. • Update and submit the Traffic Management plan, Emergency Management Plan and Risk Register to the City of Albany as required and ensure these policies and procedures are implemented. • Liaise and inform emergency services of event – police, DFES and Ambulance. • Liaise with Section Councillors on a regular basis. • Manage and update the volunteer register. • Liaise with and direct contractors. • Manage trade applications on Supershow. • Manage competition entries on Supershow. • Manage the sponsors page on Supershow. • Ensure all equipment is booked for the Show. • Liaise with the required advertising outlets to ensure maximum Show coverage. • Research and approach potential sponsors and ensure the appropriate recognition. • Organise and manage the Show floats and prize monies. • Research grant opportunities and complete the required process including the grant prerequisites, reporting and the acquittals.